

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
JOB DESCRIPTION**

9-01-98

SERGEANT, UNIVERSITY POLICE

FLSA: NON-EXEMPT

Job Code: 6320

SUMMARY

This position provides supervisory and enforcement skills in the commissioned law enforcement services of the University of Texas System. Responsibilities include supervising an element of police personnel engaged in law enforcement duties associated with the protection, safety, and welfare of students, employees, visitors, and property within the area under the control and jurisdiction of the University of Texas System. Incumbent exercises independent judgment within limits prescribed by law, Rules and Regulations of the Board of Regents, institutional rules and regulations and departmental policies and procedures.

DUTIES

Performs a combination, but not necessarily all, of the following duties:

- Supervises and participates in the policing of the property of the University of Texas System by means of vehicle or on foot.
- Preserves the peace by the use of all lawful means, interceding without warrant when authorized by law to prevent or suppress crime.
- Executes all lawful process issued by any magistrate or court.
- Gives notice to some magistrate of offenses committed within the areas under the control and jurisdiction of the University of Texas System.
- Arrests offenders without warrant where authorized by law.
- Investigates all criminal offenses, to detect and arrest criminals and to recover lost or stolen property.
- Attempts to locate missing persons.
- Detects motor vehicle law violations, makes violator contacts, places violators in custody, or issues citations or warnings.
- Investigates motor vehicle collisions.
- Enforces Rules and Regulations of the Board of Regents.
- Provides service, information and direction to students, employees and visitors.
- Accompanies police officers and guards on assignments, reviewing, analyzing, evaluating, and correcting observed performance.
- Conducts formal and informal training for continual development of police officers.
- Confers with local law enforcement agencies on various matters and promotes good relations.
- Performs other duties as assigned.

SUPERVISION

Received:

Work is reviewed by supervising officer through reports and observation.

Given:

Provides close and frequent supervision to University Police Officers, and Police Guards.

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EDUCATION/EXPERIENCE

In accordance with the current levels of educational attainment for police officers of the University of Texas System as adopted by the Board of Regents. Must have two years experience as a commissioned police officer of the University of Texas System, possess Intermediate Certification from the Texas Commission on Law Enforcement Officer Standards and Education, and successfully pass an approved proficiency examination, administered by the Chief of Police, or his designee. Must hold a Peace Officer Commission, the University of Texas System, and a valid Texas driver's license. Must successfully complete a minimum six month probationary review period immediately following the date of promotion. Failure to successfully complete such a period will result in a reduction to the rank previously held.

KNOWLEDGE, SKILLS AND ABILITIES

Must have thorough knowledge of basic supervisory methods. Must have the physical and mental capabilities necessary to properly carry out the duties and responsibilities as a commissioned police officer of the University of Texas System Police.

EQUIPMENT

The operation of all equipment utilized by the University Police Department necessary to perform assigned duties.

WORKING CONDITIONS

Work is performed in various environments including offices, and outdoor weather conditions. Must be able to work either day or night on any one of three shifts with varying days off. Work involves a degree of hazard.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

IMPORTANT:

Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Assistant Vice President for Human Resources.

In accordance with The University of Texas Health Science Center at San Antonio policy (*HOP-Section4.4.1*), job candidates for all Health Science Center positions must undergo a criminal background check before a job offer is made and before the candidate can begin to work.

Information resources including data, information, technology, and software are University resources and must be protected and used in conformance with all applicable laws and policies in accordance with 1TAC 201.13(b) Information Security Standards.